



# Chief Executive Women

Women leaders enabling women leaders

## Position Description: **Event and Membership Manager**

### **CONTRACT ROLE**

**DIRECT REPORTS:** (1) – Membership Assistant/Team Coordinator

### **PURPOSE OF THE ROLE:**

This role supports delivery of CEW's Member events and engagement activities to deliver the organisation's strategy. It works directly with team members across CEW to help plan and implement events, communications and other activity for members, including working with sponsors, partners and the general public.

The Event and Membership Manager actively engages members in CEW's mission: women leaders enabling women leaders.

This role requires high levels of collaboration with partners, State Chapter Chairs and Committee Chairs and team members to ensure impactful, integrated activity. It requires demonstrated ability across events (including hands-on experience producing events), communications and marketing channels as well as exceptional stakeholder and project management skills.

### **RESPONSIBILITIES:**

- Deliver professional, well planned and executed events aligned to CEW's strategy and brand
- Together with Membership Assistant create invitation lists, manage responses, liaise with partners, manage event implementation, ensure appropriate follow up as required
- Manage all events within allocated budgets including, where relevant ticket sales
- Support event and other activity with communications and marketing
- Maintain and utilise CRM database
- Analyse event data and share results with relevant stakeholders
- Work with the CEW database and Member Portal as the key communications channel for members
- Provide exceptional member service, including attendance at and support of member events
- Provide support to key committees, including meeting papers and reporting
- Build and develop positive relationships with members, stakeholders and colleagues working as an effective team member, sharing information and providing assistance
- Other ahoc duties as required.

### **INDIVIDUAL ACCOUNTABILITIES:**

- Deliver planned events during contract period
- Utilise and maintain member database, including for event management
- Supervise Membership Assistant
- Produce mid-month 'Event Update' and distribute to members (in coordination with Manager, Communications and Marketing)
- Create required invitation lists, manage RSVPs, liaise with event partners
- Work closely with CEW team and members to understand event alignment and maximise potential of each event.

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Chief Executive Women Ltd (ABN 72 192 201 209)





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## **SKILLS:**

- Deep event management experience across a range of events (scale and content)
- Technology savvy – must have CRM experience, preferably Salesforce and at least one other
- Previous experience working with external partners and negotiating event requirements
- Well-developed relationship management skills
- Project management, organisation, attention to detail
- Team player
- Confident with all Microsoft Office packages
- Previous experience working across a range of marketing channels preferred but not required
- Previous exposure to not-for-profits preferred but not required.

## **PERSONAL CHARACTERISTICS:**

- Natural collaborator and relationship builder with the ability to adapt to a range of different styles and expertise - extensive experience working with senior executives and dealing professionally with a diverse range of stakeholders
- Strong customer service orientation, comfortable working with senior and experienced leaders
- Hands on team player, takes personal responsibility for work. Able to work with a small team.
- 'Can do' attitude, strong sense of personal accountability, initiative and creativity. Experience achieving outstanding results with limited resources. Flexible and adaptable to changing operating environments.
- Strong attention to detail and accuracy.

The role will suit a team player with 5+ years work experience, and a relevant university or TAFE qualification. You must have the right to live and work in Australia.

## **CONTACT:**

For all enquiries please contact: [cew@cew.org.au](mailto:cew@cew.org.au)

## **APPLY:**

Apply for this role by sending a 1 page cover letter and two page CV that shows us how your experience aligns with the role. Include your salary expectations and submit your application to [cew@cew.org.au](mailto:cew@cew.org.au) by **Sunday 9 February 2020**. Applications will be considered as received so apply promptly.

Shortlisted applicants only will be contacted.  
Thank you for your interest in working with CEW.

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